

School Custody Transfer Notice

Subject: Student Custody Change Notification - [Student Name]

Dear Principal [Name] and School Administration,

This message serves as official notification that custody of student [Student Full Name], Student ID #[Number], currently in [Grade Level], has been transferred from [Previous Guardian] to [New Guardian] effective [Date].

Please update all school records immediately to reflect this change. [New Guardian] now has full authority to make educational decisions, attend parent-teacher conferences, access academic records, and handle all school-related matters for [Student Name].

The new guardian's contact information is as follows:

[New Guardian Full Name]

[Address]

[Phone Numbers]

[Email Address]

Please remove [Previous Guardian] from all authorized contact lists and emergency procedures unless otherwise specified in accompanying legal documentation.

[New Guardian] will be contacting the school within the next few days to introduce themselves and discuss [Student Name]'s academic progress and any special needs or considerations.

We request that this transition be handled with discretion and sensitivity to help [Student Name] adjust to these changes with minimal disruption to their educational experience.

Thank you for your cooperation in ensuring [Student Name]'s continued academic success.

Sincerely,

[Sender Name]

[Date]

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